Municipal Heritage Committee

Terms of Reference

A. Legislative Authority

From the *Ontario Heritage Act, RSO 1990, c. O.18*:

Municipal Heritage Committee

28 *(1) The council of a municipality may by by-law establish a municipal heritage committee to advise and assist the council on matters relating to this Part, matters relating to Part V and such other heritage matters as the council may specify by by-law. 2002, c. 18.*

B. Roles and Responsibilities

This Committee shall research and recommend to Council properties for designation under the *Ontario Heritage Act*. The Committee shall:

1. support the preservation of architecturally and historically significant buildings with the owner's cooperation;
2. support the continuing restoration of the Town Hall;
3. maintain a list of historically significant properties; and
4. review and comment on any renovation projects proposed on properties on the above list.

C. Reporting

1. This Committee reports to Council through the Committee of the Whole.

D. Composition

Unless otherwise determined by Provincial legislation, membership shall be comprised of not less than five (5) members appointed by Council and in accordance with By-law 10-98.

E. Qualifications

To qualify for membership, applicants must be eligible to vote in the Town of Carleton Place unless otherwise provided for under this section and with the exception of non-voting student members.

Members shall not be employees of either the Town of Carleton Place or the County of Lanark.

Preference will be given to persons demonstrating knowledge or experience specific to the subject Committee.

F. Appointments to Advisory Committees and Boards

All appointments shall be made through the Striking Committee.

G. Term of Membership

The term of office for members shall be concurrent with the term of Council.

H. Absence

Any citizen member who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Recording Secretary/Technical Advisor shall advise the Clerk.

I. Resignation of Citizen Members

Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.

J. Filling Vacancies

Vacancies shall be advertised on the Town's website and applications shall be made through the Clerk.

K. Responsible Department

The Director Development Services shall be responsible for all actions and financial undertakings of the Municipal Heritage Committee.

L. Structure

1. The Chair shall be appointed annually by the Committee/Board members at the first meeting of each year. In the absence of the Chair, an Acting Chair shall be elected at the beginning of the meeting for the term of that meeting.
2. Vice Chair
3. Committees that choose to have a Vice Chair may appoint one of their members on an annual basis to this position. The role of Vice Chair will be similar to that of an Acting Chair.
4. Student Members
5. Committees that wish to do so may have up to two (2) student members. These positions will be non-voting positions. Students must be a minimum of 16 years of age and be actively attending an educational program.
6. Support Resources

a. Technical Advisor: The Director of Development Services and/or their designate shall be the Technical Advisor to the Municipal Heritage Committee to ensure compliance with Town policy.

b. Recording Secretary: The Recording Secretary shall be appointed annually by the Committee/Board members at the first meeting of each year. A member of the Committee or, where applicable, an assigned staff person shall act as the Recording Secretary for the Committee/Board's meetings.

M. Procedures

1. All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to, the Town of Carleton Place's:
   a. Accountability and Transparency Policy
   b. Procedural By-law
   c. Procurement By-law
   d. Code of Conduct
2. The Committee shall establish an annual meeting schedule and publish same on the Town's website. The schedule shall include at least four (4) regular meetings per year with allowances for summer and Christmas breaks.
3. Unless excluded by legislation, all Committee members eligible to vote, including the Chair, must vote.
4. The Committee may solicit, document and consider public input where appropriate upon approval of Committee of the Whole.
5. Distribute the minutes, once approved, to the Clerk, in a timely fashion for posting on the Town's website.
6. Provide the approved minutes to the Clerk for the Town's official records. With respect to the last meeting prior to an election, the minutes shall be approved per the Procedural By-law.

N. Quorum

Greater than 50% of the Committee/Board members shall constitute quorum.